

FILED : *Records*

Approved For Release 2005/11/21 : CIA-RDP70-00211R000700140024-2

Office Memorandum • UNITED STATES GOVERNMENT

RECORDS SERVICE DIVISION
GENERAL SERVICES OFFICE

TO : Chief, Security Office

FROM : Chief, General Services Office

SUBJECT: Forms for the Maintenance of Logs

DATE: DEC 10 1953

1. Under the Records Management Program, spearheaded by this Office, we have developed a proposed correspondence control procedure for use throughout the Agency where applicable. A copy of the procedure and the control form are attached.

2. Section II-C-1(b) of this procedure provides for one copy of the control form to serve as a log. The form shows all information normally included on the standard log forms. The use of this procedure, where a control on correspondence is required, eliminates the need for the additional work of duplicating the information on the standard log form.

3. We feel that the procedure, where applicable, will save time and will adequately serve the purpose of the log. It is therefore requested that you approve its use in accordance with Regulation [] paragraph O(5), which requires the joint approval for such forms by the CIA Records Officer and the Assistant Deputy (Inspection and Security).

4. In an informal discussion between [] of your office, and [] of this office, it was tentatively agreed that use of the form in the suggested manner would be satisfactory. If there are no further considerations, we would appreciate an indication of your approval. A space for the approving official to sign is provided below.

Attachments:

Correspondence Control Procedure
File and Routing Slip

Approved:

EO/Security Office

RECEIVED
700 18 1 02 11 24

RECEIVED

Chief, Security Office

DEC 10 1953

Chief, General Services Office

Forms for the Maintenance of Logs

1. Under the Records Management Program, spearheaded by this Office, we have developed a proposed correspondence control procedure for use throughout the Agency where applicable. A copy of the procedure and the control form are attached.

2. Section II-C-1(b) of this procedure provides for one copy of the control form to serve as a log. The form shows all information normally included on the standard log forms. The use of this procedure, where a control on correspondence is required, eliminates the need for the additional work of duplicating the information on the standard log form.

3. We feel that the procedure, where applicable, will save time and will adequately serve the purpose of the log. It is therefore requested that you approve its use in accordance with Regulation [] paragraph O(5), which requires the joint approval for such forms by the CIA Records Officer and the Assistant Deputy (Inspection and Security).

4. In an informal discussion between [] of your office, and [] of this office, it was tentatively agreed that use of the form in the suggested manner would be satisfactory. If there are no further considerations, we would appreciate an indication of your approval. A space for the approving official to sign is provided below.

SIGNED

[]

Attachments:

Correspondence Control Procedure
File and Routing Slip

Approved:

CTH
2408/50